



MMSB-30

**The Performance
Evaluation Section**



Agenda

- **Tools and Screening Your Records**
- **Trends and Misperceptions**
- **Reviewing your Master Brief Sheet**
- **Reporting Chain and reviewing your Fitness Reports**
- **Requesting Substantive Changes to Your Report**
- **MMSB Initiatives**



Tools and Responsibilities

usmc.mil > Marines > M&RA > FitReps and OMPF

Inventory of Fitness Reports

From Date	To Date	OCC	Status
10/1/1998	1/28/1999	TR	Processed
1/25/1999	3/15/1999	FD	Processed
4/12/1999	8/13/1999	TD	Processed
8/12/1999	10/8/1999	FD	Processed
9/10/1999	12/31/1999	AN	Processed
1/1/2000	10/16/2000	TR	Processed
10/17/2000	12/31/2000	AN	Processed
1/1/2001	2/1/2001	GC	Processed
2/2/2001	3/6/2001	TD	Processed
3/7/2001	4/26/2001	FD	Processed
4/27/2001	9/30/2001	AN	Processed
10/1/2001	2/15/2002	TR	Processed
2/16/2002	4/25/2002	FD	Processed
4/26/2002	9/30/2002		
10/1/2002	6/30/2003		
7/1/2003	12/30/2003		
12/31/2003	5/31/2004		
7/1/2004	6/30/2005		
7/1/2005	1/20/2006		
2/21/2006	6/30/2006		

- If your Report says it has been Processed it is part of your official record.
- If your Report says **Call MMSB** please call DSN 278-5690 or Comm (703) 784-5690
- If your Report says **Processing** check back in 5 working days (It has been received but not Processed)

DATE GAPS (31+ Days):

Remember these rules:

- 1) RT reports should only report periods of active duty lasting 12 to 30 days.
- 2) They should be done in addition to an

Last Annual MMSB Fitness Report Inventory

Due Date: 2010-MAR-31 Grade: Status:

Sort by: Last Name DESC

MCC: RUC: SSN:

This page allows units to search the Performance Evaluation System (PES) inventory for missing last annual reports. Displayed reports signify that the ending date of the last report on the OMPF was more than 89 days before an annual report was required.

This report does not include RT reports or reports received by MMSB that have not been processed.

LAST NAME	GRADE	From Date	To Date	OCC	STATUS
I. M. Marine	E5	8/23/2009	9/27/2009	TR	ACTIVE

Possible Date Gap Notification MMSB Fitness Report Inventory

Mcc: RUC:

Grade: Status: Sort by: # per page

This page allows you to search the Performance Evaluation System (PES) inventory for Possible Date Gaps. Your Fitness Report will not be Displayed.

Last Name	GRADE	From Date	To Date	MCC	RUC	STATUS
AMERICA	03	9/28/2008	4/30/2009	080	30002	ACTIVE
SANDERS	06	6/6/2009	8/6/2009	080	30002	ACTIVE
MAJOR	E5	10/8/2008	8/6/2010	080	30002	ACTIVE
HIGHWAY	E7	4/3/2009	8/6/2010	080	30002	ACTIVE
HARTMAN	E7	2/13/2010	3/21/2010	080	30002	ACTIVE
MARINE	E8	6/26/2008	7/31/2008	080	30002	ACTIVE
JONES	E6	4/23/2009	8/6/2010	080	30002	ACTIVE

Periods Ends Last Day of	it Reserve Component	Active Reserve
Sep		Sep
Sep		Sep
Sep		Sep
Sep		Sep
May		Jun
Oct		Oct
Apr		N/A
Oct		Oct
Sep		Jun
Sep		Jun
Jul		Jul
Jun		N/A

Inventory of Reports Received in

From Date	To Date	OCC	D
No reports have been received in the past 5 d			

Fitness Report Summ

1. Possible Date Gap 1/21/2006 to 2/20/20

2. Missing Last Report Startin



Tools and Responsibilities

MOL > My OMPF

Unclassified

Marine OnLine - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://sat1.mol.usmc.mil/MOL/UserHomeEntry.do>

MARINE OnLINE MARINE I. AM Logout Help

Home Resources Unit Leaders MOL Management A Few Good... Links Users Manual

Personal Info EPAR Leave PDMPRA Special Liberty PTAD Tools Locator My Account My Messages My Permissions **My OMPF**

Notifications for CWO3 MARINE I. AM Information Last Updated: 05 May 2010

☐ Collapse List

Read	Date and Time	System	Subject	
<input type="checkbox"/>	25 Feb 2010 @ 1058	MOL	Leave Request	View Work
<input type="checkbox"/>	31 Jul 2008 @ 0447	MOL	EPAR	View Work

☐ Select all notifications on page

[Delete Selected Notifications](#)

You do not have any Commander's Messages

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Click this tab to view your OMPF and MBS.

Start Inboxes - Microsoft Outlook Marine OnLine - Micro... OMPF Online Screen Sho... OMPF Online Screen Sho... Microsoft PowerPoint - [...]

Internet 9:24



Tools and Responsibilities

Unclassified

User Home - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address OMPF ONLINE Go Links

OFFICIAL MILITARY PERSONNEL FILE

CWO3 MARINE I. AM MOL HOME LOGOUT HELP

HOME PHOTO MBS PERFORMANCE COMMEND/DEROG FIELD SERVICE RSRO ABOUT OMPF

OMPF for MARINE I. AM

Your OMPF was last updated on **30 Mar 2010**.

This web site provides access to your **Official Military Personnel File (OMPF)**, Master Brief Sheets (MBS) and RS/O Profiles. To begin viewing the contents of your OMPF, click on the folder tabs above.

The OMPF is a collection of documents that serve as the record of service for a Marine from initial enlistment through final separation. The OMPF is divided into sections (folders and sub-folders), each with a specific purpose.

The OMPF, along with the MBS, serves as the Marine's advocate at Headquarters Marine Corps (HQMC) and is used for promotion, selection, and assignment purposes. It is your responsibility to ensure your record is accurate and complete. Please review your record thoroughly. This is especially important prior to any promotion or selection board for which you are eligible. (The documents you see here are the same documents that will be viewed by a board.)

To learn more about reviewing and preparing your OMPF for a board or for other information, see the link in the 'About OMPF' section of this web site.

ABOUT OMPF

The 'About OMPF' tab and the help link contain helpful information concerning the content and management of your OMPF. By clicking the help link you will receive information specific to the section of the OMPF you are viewing.

UPDATING YOUR OMPF

OMPF update material may be sent to MMSB at:

Headquarters U.S. Marine Corps
Manpower Management
Support Branch (MMSB-20)
2008 Elliot Road
Quantico, VA 22134

or by fax at **(703)784-5682** or
DSN 278-5682

ABOUT MMSB:

The Manpower Management Support Branch, under the Director, Manpower Management Division, directs and controls the functions necessary to create, maintain, and archive Official Military Personnel Files (OMPFs) and directs and controls the functions and operation of the Performance Evaluation System (PES).

2.1.1.00a. Was2.as43.2 Mon May 17 08:26:48 CDT 2010

Done

Start

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User Home - Microsof...

OMPF Online Screen Sho...

OMPF Online Screen Sho...

Microsoft PowerPoint - [...]

Doc1 - Microsoft Word

Internet

9:32



Tools and Responsibilities

Promotion Photos

FY13 SSgt board

- 8965 Marines eligible
- 3649-41% missing photos 1 week prior
- 3183-36% missing photos as of the convening date

Note Photos must be taken within 12 months of your board and properly certified per MarAdmin 003/09

MMSB-20 Photo Support: 703-784-3738
Email: mmsb.photo@usmc.mil



MARINE, IMA
SGT MOS
LAST4
HT/WT
BILLET
DATE
CERTIFIER INFO
(NAME,BILLET)



Tools and Responsibilities

Important Documents

- Personal Awards
- Military Education/Certificates
- Civilian Education (Official Transcripts)
- MCI Completion Certificates
- Marine Net Completion Certificates (other than annual training)

MMSB-20 OMPF Input/Customer Service: 703-784-3907
Email: smb.manpower.mmsb-20@usmc.mil



Tools and Responsibilities

Common Administrative Errors

- ❖ Date gaps/overlaps
- ❖ Inaccurate training data
 - *PFT/CFT
- ❖ Commendatory/adverse markings
- ❖ Ht/Wt (Don't Grow)
- ❖ OCC

MMSB-31 Administrative Corrections 703-784-3905

Email:smb.manpower.mmsb-31@usmc.mil



Tools and Responsibilities

- How to make admin corrections
 - Read the PES Manual MCO P1610.7F
 - Contact the RS and RO
 - Use your Chain of Command
 - First Sergeant/Sergeant Major/Executive Officer
 - Contact MMSB

MMSB-31 Administrative Corrections 703-784-3905

Email:smb.manpower.mmsb-31@usmc.mil



Trends and Misperceptions



Trends

- GC Reports
- Cutting and pasting mistakes
- Chain of Command not being used for Command Reviews
- Trusted Assistant not being used
- Adverse reports
 - Not referred to the MRO
 - Reporting Officials adding additional adverse material
 - Incorrect 3OS



Misperceptions

- **Adverse fitness reports must be marked “No” in SECT A, Item 7, “Recommended for Promotion”**
“7a” indicates the RS considers the MRO promotable when eligible for consideration
- **Adverse reports must be marked “Unsat” by the RO**
“Consider all the MRO’s attributes and his/her potential”
- **RO cannot make an RS change his report**
“ROs will direct RSs to clarify or modify reports that do not adhere to policy, are inflated, or contain unsupported comments”
- **Not observed reports cannot be rendered adverse**
- **If you are not assigned to BCP, then your report cannot be adverse**



Accelerated Fitness Reports

- Per MCO P1400.32D, Chap 3 Par 3400 - For Sgt's and SSgt's who are not in any of the three promotion zones (Above, In or Below).
- Selection boards will consider all accelerated fitness reports submitted since the convening date of the previous years promotion board.



Accelerated Fitness Report

- RS responsibilities-
 - Block 7 should be left blank
 - “I recommend that the MRO be considered for promotion ahead of contemporaries”
 - Attach addendum page(s) to provide supporting rationale for this recommendation.



Reviewing
Your
Master Brief Sheet



Tools and Responsibilities

Master Brief Sheet

***** ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *****

NAME		SSN		GRADE		RANK		LCN		DOP		TIC		CURRENT DUTY ASSIGNMENT				BILLET DESCRIPTION				DCTR	
MARINE, JOHN S.		123456789		O4		MAJ		12345678		20060501		3yr. 11mo.		US Central Command				J-3 Future Ops Officer				20100302	
KEY DATE SUMMARY		AWARDS						MILITARY OCCUPATIONAL SPECIALTIES						TRAINING SUMMARY				LANGUAGES					
DEAF	19951010	BS	1	V			PMOS	0302	Infantry Officer	AMOS4				RIFLE	E/40	20040915	1994	French					
TIS	14yr. 11mo.	MM	1				AMOS1	0602	Communications Officer	ACQ				PISTOL	S/340	20091112	1990	Spanish					
PEBD	19960125	NC	1				AMOS2			JOINT				PFT	A/276	20100330							
AFADBD	19960125	NA	1				AMOS3			BMOS	9910	Unrestricted Officer		CFT	A/285	20091218							
OSCD	20050919													MCMAP	GREY	20080423							
EDUCATION SUMMARY																							
ACC COMM	19960403	CIVILIAN						MILITARY						PME									
DOR COMM	199604031	1990	BA, Biology				1993	Winter Mountain Leader					2002	Command & Staff Non-Res									
DOR LDO		1986	Associates Deg				1993	Summer Mountain Leader					1997	AWS Ph II									
DSG PILOT		1982	HS				1987	Airborne					1995	AWS Ph I									
DCADB							1990	Assault Climbers					1994	Warfighting Skills Prog									
EAS	19960125						1990	Infantry Officer (TBS)															
							1989	Basic School															

***** PERFORMANCE EVALUATION SUMMARY *****

ADMINISTRATIVE SUMMARY					REPORTING SENIOR MARKINGS															REVIEWING OFFICER MARKINGS								
Grade	OCC	From	Months	Billet Description	Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval	Reviewing Officer	RO marks - same grade at processing							
BMOS	Type	To	Com	Adv	Command	Promote	Reports	RPT Avg	RS Avg	Rs High	RPT at High	RV at Proc	Cum RV	Obser	Concur	RO marks - same grade cumulative												
Capt	GC	20050801	9	Company Commander	LtCol Stickler	C	C	B	B	C	C	B	C	C	B	B	B	C	H	Col Spredlode	0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
0302	N	20060501	X		1st Battalion 2d Marines	Yes	14 of 17	2.53	2.25	2.82	1	94.60	96.00	Suff	Yes	0/1	1/2	9/3	12/4	23/5	11/6	1/7	0/8					
Maj	CH	20060502	3	Operations Officer	LtCol Smidgen	C	C	C	H	C	C	H	C	H	B	H	C	C	H	Col Spredlode	0/1	0/2	1/3	2/4	2/5	2/6	0/7	0/8
0302	C	20060801		X	1st Battalion 2d Marines	Yes	8 of 8	2.88	2.93	3.50	1	89.76	89.76	Suff	Yes	0/1	0/2	2/3	7/4	7/5	5/6	2/7	0/8					
Maj	CH	20060802	5	Operations Officer	LtCol Highmark	D	F	E	C	E	E	D	D	D	D	D	E	E	H	Col Fairmark	0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
0302	C	20070119			1st Battalion 2d Marines	Yes	11 of 16	4.46	5.95	6.38	2	83.70	81.89	Suff	No	1/1	1/2	2/3	4/4	17/5	12/6	7/7	1/8					
Maj	TR	20070120	3	BN Executive Officer	LtCol Solo	B	B	C	B	B	C	B	B	C	B	B	C	B	H	Col Fairmark	0/1	1/2	1/3	3/4	3/5	1/6	0/7	0/8
0302	N	20070414			1st Battalion 2d Marines	Yes	1 of 1	2.30	2.30	2.30	1	N/A	N/A	Suff	Yes	1/1	1/2	2/3	4/4	17/5	12/6	7/7	1/8					
Maj	CH	20070415	12	Commanding Officer	Col Inflatario	F	F	F	F	E	F	E	E	E	E	D	D	E	E	BGen Lowbranch	1/1	0/2	3/3	3/4	18/5	20/6	12/7	0/8
9910	N	20080507	X		MCRS Pittsburg	Yes	21 of 21	5.21	5.12	5.57	1	93.68	93.68	Suff	No	2/1	0/2	5/3	7/4	24/5	26/6	16/7	1/8					
Maj	CH	20080508	14	Commanding Officer	Col Eeplus	F	E	E	E	E	F	E	E	E	E	E	E	E	E	BGen Toptree	0/1	1/2	0/3	7/4	38/5	17/6	4/7	0/8
9910	N	20090702			MCRS Pittsburg	Yes	5 of 8	5.14	5.33	5.86	1	83.87	86.44	Suff	Yes	0/1	1/2	0/3	9/4	46/5	19/6	5/7	1/8					
Maj	TR	20090703	8	Commanding Officer	Col Deesmost	C	D	D	D	D	C	D	D	C	D	D	D	D	D	BGen Panzer								
9910	N	20100301	X		MCRS Pittsburg	Yes	7 of 12	3.79	4.42	5.00	1	83.67	80.00	Insuff														



Tools and Responsibilities

Master Brief Sheet

***** ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *****

NAME		SSN		GRADE		RANK		LCN		DOR		TIC		CURRENT DUTY ASSIGNMENT				BILLET DESCRIPTION				DCTR	
MARINE, JOHN S.		123456789		O4		MAJ		12345678		20060501		3yr. 11mo.		US Central Command				J-3 Future Ops Officer				20100302	
KEY DATE SUMMARY		AWARDS				MILITARY OCCUPATIONAL SPECIALTIES								TRAINING SUMMARY				LANGUAGES					
DEAF TIS PEBD AFADBD OSCD ACC COMM DOR COMM DOR LDO DSG PILOT DCADB EAS	19951010	BS	1	V		PMOS	0302	Infantry Officer	AMOS4					RIFLE	E/40	20040915	1994	French					
	14yr. 11mo.	MM	1			AMOS1	0602	Communications Officer	ACQ					PISTOL	S/340	20091112	1990	Spanish					
	19960125	NC	1			AMOS2			JOINT					PFT	A/276	20100330							
	19960125	NA	1			AMOS3			BMOS	9910	Unrestricted Officer			CFT	A/285	20091218							
	20050919													MCMAP	GREY	20080423							
EDUCATION SUMMARY																							
CIVILIAN						MILITARY						PME											
	1990	BA, Biology				1993	Winter Mountain Leader						2002	Command & Staff Non-Res									
	1986	Associates Deg				1993	Summer Mountain Leader						1997	AWS Ph II									
	1982	HS				1987	Airborne						1995	AWS Ph I									
						1990	Assault Climbers						1994	Warfighting Skills Prog									
						1990	Infantry Officer (TBS)																
						1989	Basic School																

***** PERFORMANCE EVALUATION SUMMARY *****

ADMINISTRATIVE SUMMARY					REPORTING SENIOR MARKINGS																REVIEWING OFFICER MARKINGS								
Grade	OCC	From	Months	Billet Description	Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval	Reviewing Officer	RO marks - same grade at processing								
BMOS	Type	To	Com	Adv	Command	Promote	Reports	RPT Avg	RS Avg	Rs High	RPT at High	RV at Proc	Cum RV	Obser	Concur	RO marks - same grade cumulative													
Capt	GC	20050801	9		Company Commander	LtCol Stickler	C	C	B	B	C	C	C	B	B	B	C	H		Col Spredlode	0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8	
0302	N	20060501	X		1st Battalion 2d Marines	Yes	14 of 17	2.53	2.25	2.82	1	94.60	96.00	Suff	Yes	0/1	1/2	9/3	12/4	23/5	11/6	1/7	0/8						
Maj	CH	20060502	3		Operations Officer	LtCol Smidgen	C	C	C	H	C	C	H	B	H	C	C	H		Col Spredlode	0/1	0/2	1/3	2/4	2/5	2/6	0/7	0/8	
0302	C	20060801		X	1st Battalion 2d Marines	Yes	8 of 8	2.88	2.93	3.50	1	89.76	89.76	Suff	Yes	0/1	0/2	2/3	7/4	7/5	5/6	2/7	0/8						
Maj	CH	20060802	5		Operations Officer	LtCol Highmark	D	F	E	C	E	E	D	D	D	D	E	E	H	Col Fairmark	0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8	
0302	C	20070119			1st Battalion 2d Marines	Yes	11 of 16	4.46	5.95	6.38	2	83.70	81.89	Suff	No	1/1	1/2	2/3	4/4	17/5	12/6	7/7	1/8						
Maj	TR	20070120	3		BN Executive Officer	LtCol Solo	B	B	C	B	B	C	B	B	C	B	B	C	B	H	Col Fairmark	0/1	1/2	1/3	3/4	3/5	1/6	0/7	0/8
0302	N	20070414			1st Battalion 2d Marines	Yes	1 of 1	2.30	2.30	2.30	1	N/A	N/A	Suff	Yes	1/1	1/2	2/3	4/4	17/5	12/6	7/7	1/8						
Maj	CH	20070415	12		Commanding Officer	Col Inflatario	F	F	F	F	E	F	E	E	E	D	D	E	E	BGen Lowbranch	1/1	0/2	3/3	3/4	18/5	20/6	12/7	0/8	
9910	N	20080507	X		MCRS Pittsburg	Yes	21 of 21	5.21	5.12	5.57	1	93.68	93.68	Suff	No	2/1	0/2	5/3	7/4	24/5	26/6	16/7	1/8						
Maj	CH	20080508	14		Commanding Officer	Col Eeplus	F	E	E	E	E	F	E	E	E	E	E	E	E	BGen Toptree	0/1	1/2	0/3	7/4	38/5	17/6	4/7	0/8	
9910	N	20090702			MCRS Pittsburg	Yes	5 of 8	5.14	5.33	5.86	1	83.87	86.44	Suff	Yes	0/1	1/2	0/3	9/4	46/5	19/6	5/7	1/8						
Maj	TR	20090703	8		Commanding Officer	Col Deesmost	C	D	D	D	D	C	D	D	D	D	D	D	D	BGen Panzer									
9910	N	20100301	X		MCRS Pittsburg	Yes	7 of 12	3.79	4.42	5.00	1	83.67	80.00	Insuff															



Tools and Responsibilities

Performance Evaluation Summary

ADMINISTRATIVE SUMMARY					
Grade	OCC	From	Months		Billet Description
BMOS	Type	To	Com	Adv	Command
SSgt	GC	20100801	7		Platoon Sergeant
0369	C	20110303	X		1st Battalion 1st Marines



***** ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *****

					***** PERFORMANCE EVALUATION SUMMARY *****																									
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Grade	OCC	From	Months	Billet Description	Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval	Reviewing Officer	RO marks - same grade at processing									
BMOS	Type	To	Com	Adv	Command	Promote	Reports	RPT Avg	RS Avg	Rs High	RPT at High	RV at Proc	Cum RV				Obser	Concur	RO marks - same grade cumulative											
Capt	GC	20050801	9	Company Commander	LtCol Stickler	C	C	B	B	C	C	B	C	C	B	B	B	C	H	Col Spredlude	0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8		
0302	N	20060501	X		1st Battalion 2d Marines	Yes	14 of 17	2.53	2.25	2.82	1	94.60	96.00				Suff	Yes	0/1	1/2	9/3	12/4	23/5	11/6	1/7	0/8				
Maj	CH	20060502	3	Operations Officer	LtCol Smidgen	C	C	C	H	C	C	H	C	H	B	H	C	C	H	Col Spredlude	0/1	0/2	1/3	2/4	2/5	2/6	0/7	0/8		
0302	C	20060801		X	1st Battalion 2d Marines	Yes	8 of 8	2.88	2.93	3.50	1	89.76	89.76				Suff	Yes	0/1	0/2	2/3	7/4	7/5	5/6	2/7	0/8				
Maj	CH	20060802	5	Operations Officer	LtCol Highmark	D	F	E	C	E	E	D	D	D	D	D	E	E	H	Col Fairmark	0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8		
0302	C	20070119			1st Battalion 2d Marines	Yes	11 of 16	4.46	5.95	6.38	2	83.70	81.89				Suff	No	1/1	1/2	2/3	4/4	17/5	12/6	7/7	1/8				
Maj	TR	20070120	3	BN Executive Officer	LtCol Solo	B	B	C	B	B	C	B	B	C	B	B	C	B	H	Col Fairmark	0/1	1/2	1/3	3/4	3/5	1/6	0/7	0/8		
0302	N	20070414			1st Battalion 2d Marines	Yes	1 of 1	2.30	2.30	2.30	1	N/A	N/A				Suff	Yes	1/1	1/2	2/3	4/4	17/5	12/6	7/7	1/8				
Maj	CH	20070415	12	Commanding Officer	Col Inflatario	F	F	F	F	E	F	E	E	E	E	D	D	E	E	BGen Lowbranch	1/1	0/2	3/3	3/4	18/5	20/6	12/7	0/8		
9910	N	20080507	X		MCRS Pittsburg	Yes	21 of 21	5.21	5.12	5.57	1	93.68	93.68				Suff	No	2/1	0/2	5/3	7/4	24/5	26/6	16/7	1/8				
Maj	CH	20080508	14	Commanding Officer	Col Eeplus	F	E	E	E	E	F	E	E	E	E	E	E	E	E	BGen Toptree	0/1	1/2	0/3	7/4	38/5	17/6	4/7	0/8		
9910	N	20090702			MCRS Pittsburg	Yes	5 of 8	5.14	5.33	5.86	1	83.87	86.44				Suff	Yes	0/1	1/2	0/3	9/4	46/5	19/6	5/7	1/8				
Maj	TR	20090703	8	Commanding Officer	Col Deesmost	C	D	D	D	D	C	D	D	C	D	D	D	D	D	BGen Panzer										
9910	N	20100301	X		MCRS Pittsburg	Yes	7 of 12	3.79	4.42	5.00	1	83.67	80.00				Insuff													



Tools and Responsibilities

Performance Evaluation Summary

REPORTING SENIOR MARKINGS

REPORTING SENIOR MARKINGS															
Reporting Senior		Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval
Promote	Reports		RPT Avg		RS Avg		RS High		RPT at High		RV at Proc		Cum RV		
LtCol Butler		E	E	H	D	D	D	D	E	D	C	D	D	F	H
Yes	19 of 24		4.33		5.95		6.38		2		83.70		81.89		



***** ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *****

***** PERFORMANCE EVALUATION SUMMARY *****

ADMINISTRATIVE SUMMARY					REPORTING SENIOR MARKINGS																	REVIEWING OFFICER MARKINGS									
Grade	OCC	From	Months	Billet Description	Reporting Senior		Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval	Reviewing Officer		RO marks - same grade at processing								
BMOS	Type	To	Com	Adv	Command	Promote	Reports		RPT Avg		RS Avg		Rs High		RPT at High		RV at Proc		Cum RV		Obser	Concur	RO marks - same grade cumulative								
Capt	GC	20050801	9		Company Commander	LtCol Stickler		C	C	B	B	C	C	B	C	C	B	B	B	C	H	Col Spredlode		0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
0302	N	20060501	X		1st Battalion 2d Marines	Yes	14 of 17		2.53		2.25		2.82		1		94.60		96.00		Suff	Yes	0/1	1/2	9/3	12/4	23/5	11/6	1/7	0/8	
Maj	CH	20060502	3		Operations Officer	LtCol Smidgen		C	C	C	H	C	C	H	C	H	B	H	C	C	H	Col Spredlode		0/1	0/2	1/3	2/4	2/5	2/6	0/7	0/8
0302	C	20060801		X	1st Battalion 2d Marines	Yes	8 of 8		2.88		2.93		3.50		1		89.76		89.76		Suff	Yes	0/1	0/2	2/3	7/4	7/5	5/6	2/7	0/8	
Maj	CH	20060802	5		Operations Officer	LtCol Highmark		D	F	E	C	E	E	D	D	D	D	D	E	E	H	Col Fairmark		0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
0302	C	20070119			1st Battalion 2d Marines	Yes	11 of 16		4.46		5.95		6.38		2		83.70		81.89		Suff	No	1/1	1/2	2/3	4/4	17/5	2/6	7/7	1/8	
Maj	TR	20070120	3		BN Executive Officer	LtCol Solo		B	B	C	B	B	C	B	C	B	B	C	B	H	Col Fairmark		0/1	1/2	1/3	3/4	3/5	1/6	0/7	0/8	
0302	N	20070414			1st Battalion 2d Marines	Yes	1 of 1		2.30		2.30		2.30		1		N/A		N/A		Suff	Yes	1/1	1/2	2/3	4/4	17/5	12/6	7/7	1/8	
Maj	CH	20070415	12		Commanding Officer	Col Inflatario		F	F	F	F	E	F	E	E	E	D	D	E	E	BGen Lowbranch		1/1	0/2	3/3	3/4	18/5	20/6	12/7	0/8	
9910	N	20080507	X		MCRS Pittsburg	Yes	21 of 21		5.21		5.12		5.57		1		93.68		93.68		Suff	No	2/1	0/2	5/3	7/4	24/5	26/6	16/7	1/8	
Maj	CH	20080508	14		Commanding Officer	Col Eeplus		F	E	E	E	E	F	E	E	E	E	E	E	E	BGen Toptree		0/1	1/2	0/3	7/4	38/5	17/6	4/7	0/8	
9910	N	20090702			MCRS Pittsburg	Yes	5 of 8		5.14		5.33		5.86		1		83.87		86.44		Suff	Yes	0/1	1/2	0/3	9/4	46/5	19/6	5/7	1/8	
Maj	TR	20090703	8		Commanding Officer	Col Deesmost		C	D	D	D	D	C	D	D	C	D	D	D	D	BGen Panzer										
9910	N	20100301	X		MCRS Pittsburg	Yes	7 of 12		3.79		4.42		5.00		1		83.67		80.00		Insuff										



Tools and Responsibilities

Performance Evaluation Summary

REVIEWING OFFICER MARKINGS									
Reviewing Officer		RO marks - same grade at processing							
Obser	Concur	RO marks - same grade cumulative							
Col Neville		0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
Suff	No	0/1	1/2	9/3	12/4	23/5	11/6	1/7	0/8



Reviewing Your Fitreps

K. REVIEWING OFFICER COMMENTS

1. **OBSERVATION:** ☒ Sufficient ☐ Insufficient

2. **EVALUATION:** ☒ Concur ☐ Do Not Concur

3. COMPARATIVE ASSESSMENT:
Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally.

***NUMBERS ELECTRONICALLY OVERLAID AT TIME OF PROCESSING (OCT 2001)**

***INFORMATION EFFECTIVE AT TIME OF PROCESSING AND WILL NOT CHANGE**

***INFORMATION WILL SHOW UP ON OMPF AND DIGITAL BOARDROOM COPIES OF FITREP**

DESCRIPTION		COMPARATIVE ASSESSMENT
THE EMINENTLY QUALIFIED MARINE	<input type="checkbox"/>	0
ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES	<input type="checkbox"/>	0
	<input type="checkbox"/>	1
ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	<input checked="" type="checkbox"/>	2
	<input type="checkbox"/>	3
	<input type="checkbox"/>	1
A QUALIFIED MARINE	<input type="checkbox"/>	0
UNSATISFACTORY	<input type="checkbox"/>	0

NUMBERS INDICATE TOTAL ASSESSMENTS AND HOW MANY TIMES RO HAS MARKED MARINES OF SAME GRADE ON THAT PORTION OF COMPARATIVE ASSESSMENT TREE.



Reviewing Your Fitreps

What do all of these numbers mean?

Board members are always briefed that the content of the particular report is always important!

Relative Value

90 RV is not the magic #

RV broken down into thirds

Upper: 93.34 to 100

Middle: 86.67 to 93.33

Lower: 80.00 to 86.66

N/A; No relative value

Comparative Assessment

RO marks in relation to your peers

CA broken down into three groups

Above: how many ranked above you

With: how many ranked with you

Below: how many ranked below you

N/A: Insufficient observation

Para 4006.4.b, "Grades are earned by the MRO's displayed efforts and apparent results; they are not given to attain a perceived fitness report average or relative value"

NAME	SSN	RANK	DOR	BRIEF ADV	CHIEF DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB	LTR 2 BQ	PRECEPT
TRUMAN, HARRY S.	999999917	Unknown	20050101	5	AC/S G-6	INFOFF	20030717	N	N
APPEARANCE		MILITARY C		SPECIALTIES		TRAINING SUMMARY		LANGUAGES	
HEIGHT	70	PMOS	0302	Infantry Officer	AMOS4	RIFLE	E/223	19000101	1990 SPANISH-CREOLE
WEIGHT	185	AMOS1			AMOS5	PISTOL	E/373	19990101	
BODY FAT	0	AMOS2						20050701	
EXCEEDS	N	AMOS3						10031028	
CIVILIAN									
16	BIOLOGY	93	SUMMER MOUNTAIN						
		93	WINTER MOUNTAIN						
		90	INFANTRY OFFICER						
		90	ASSAULT CLIMBERS						
		89	BASIC SCHOOL						
		87	AIRBORNE						



Current Photo: Y

PERSONAL DECORATIONS			
NC 2003	Maj-Co CO, Bn Ops, Bn Ops, Bn		
MM 2000	Maj-CO RS Pittsburg		
NC 1996	1st Lt-Pit Cdr, CO XO-A/28		
NA 1999	Capt-Asst OIC/OIC Ops-MWTC		

2nd Lt 1st Lt - Consistently rated number 1, positive remarks, top performer

Captain:

OIC Ops MWTC - RS - No 1 of competitive group, compl AWS non-res, re and technically sound, RO - recommended for Royal Marine Exchange, AWS Resident Student - RS - Honor Grad tactically sound, headed MWTC Plt Cdr OCS - RS outstanding leader, mission oriented, perfect balance Asst OPsO - RS best capt served w/ in past 2 yrs, Company Commander - RS one of the strongest combat leaders in the d in a million officer destined for greatness, executed, executed in the fin served,

Major:

OpsO - RS - strong, dynamic and forceful w/out overpowering peers and subordinates, RO - strong potential for command of infantry battalion, Bn XO - RS - performance and proficiency rarely seen in his grade, among most proactive and action oriented officer I've ever observed, should be kept in front of troops at ever level of command, clearly one of the front runners in the Corps, RO - top 10% of majors, RS CO - RS - earned RS of the month not done in previous 7 yrs, complete integrity and absolute honesty, calm focused and confident, significant impact in all areas, transformed losing RS to winners via legitimate cultural change, CMC's Superior Achievement Awd 1st in 17 yrs for RS pitt, RO - top 5% of officers in Corps (not marked properly on RO tree - should be marked higher)

LtCol:

AC/S G-6 - Conscientious, dedicated, dependable and professional Marine Corps leader, who's hallmark is mission accomplishment and personnel welfare. Expeditionary Planner -

RV SUMMARY		
	At	Cu
UPPER	35.7%	22.7%
MIDDLE	51.7%	63.6%
LOWER	7.1%	13.6%
N/A	18	10
COMP ASSESSMT		
	At	Cu
ABOVE	28.6%	41.4%
WITH	31.6%	36.0%
BELOW	35.3%	22.6%

GENERAL VALUE	
ABOVE	6
WITH	0
BELOW	23
100	
UPPER	
MIDDLE	
LOWER	
N/A	
ABOVE	
WITH	
BELOW	69 120
RECOMMENDATION	
BRIEFER	5
MEMBER	
6 - Water Walker	
5 - W/ Enthusiasm	
4 - W/ Confidence	
3 - W/ Reservation	
2 - Not Recommended	
1 - Show Cause	

Case Prepared ?

Y

Print



ADDITION TO MASTER BRIEF SHEET

MASTER BRIEF SHEET

CREATED: 04 Sep 2013

***** ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *****																			
NAME	SSN	GRADE	RANK	LCN	DOR	TIG	CURRENT DUTY ASSIGNMENT				BILLET DESCRIPTION			DCTB					
BENKE C. A.	xxxxx8744	E9	MGYSGT		20110901	2yr. 0mo.	SECURITY BN				PROVOST SERGEANT			20070331					
KEY DATE SUMMARY		AWARDS			MILITARY OCCUPATIONAL SPECIALTIES							TRAINING SUMMARY		LANGUAGES					
DEAF	19870824	MR	1		PMOS	5811	Military Police		AMOS4			RIFLE	E/41	200107		UNKNOWN			
TIS	25yr. 1mo.	MM	2		AMOS1	8411	Recruiter		AMOS5			PISTOL	E/382	201202					
PEBD	19880823	NC	3		AMOS2				JOINT			PFT	A/241	201206					
AFADBD	19880823	NA			AMOS3				BMOS	5811	Military Police	CFT	A/299	201110					
OSCD	20070902											MCMAP	GREEN	200507					
ACC COMM					EDUCATION SUMMARY														
DOR COMM					CIVILIAN						MILITARY						PME		
DOR LDO					2007	BACCALAUREATE	2003	LAW ENFORCEMENT (CORRECTION				2008	1STSGT/MSGT SEMINAR	1991	NCO LEADERSHIP SCHOOL				
DSG PILOT					2007	POLICE ADMIN	2000	ANTI-TERRORISM INSTRUCTOR Q				2007	SR ENLISTED JTPME (NONRES)						
DCADB	19880823				2001	BACCALAUREATE	1996	RECRUITERS SCHOOL				2004	SINCO ADVANCED COURSE						
EAS	20130826					ASSOCIATION	1996	FUNDAMENTALS OF TOL				2000	WARFIGHTING SKILLS PROGRAM						
MSR						GENERAL STUDIES	1989	LAW ENFORCEMENT (MILITARY P				1999	SINCO ADVANCED EQUIVALENCY						
MRD												1995	SINCO CAREER						
												1995	SINCO ADV NONRESIDENT PROG						
												1995	SINCO CAREER NONRES PROG						
												1991	SGT NON-RESIDENT PROGRAM						
***** PERFORMANCE EVALUATION SUMMARY *****																			
ADMINISTRATIVE SUMMARY					REPORTING SENIOR MARKINGS										REVIEWING OFFICER MARKINGS				
Grade	OCC	From	Months	Billet Description	Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval
BMOS	Type	To	Com	Adv	Command	Promote	Reports	RPT Avg	Rs Avg	RS High	RPT at High	RV at Proc	Cum RV	Obsvr	Concur	RO marks - same grade cumulative			
MSGT	TR	20110227	1	58XX ENLISTED ASSIGNMENT MOT	CAPT MORROW	H	H	H	H	H	H	H	H	H	H	H	H	H	H
5811	N	20110324		HQMC PERSONNEL MANAGEMENT	N/A											N/A	N/A		
MGYSGT	AN	20110325	6	PROVOST SERGEANT	GS13 RILEY	E	E	D	E	E	E	E	E	E	D	E	E	H	
5811	N	20110930	X	SECURITY BN	N/A	4 of 4	4.85	4.44	4.85	1	100.00	100.00							
		20111001	23																
		20130904		POSSIBLE DATE GAP															
Reporting Senior																			
At Processing					Cumulative														
Grade	Upper	Middle	Lower	N/A	Upper	Middle	Lower	N/A											
SSGT	93.34 - 100	86.67 - 93.33	80.00 - 86.66	5	93.34 - 100	86.67 - 93.33	80.00 - 86.66	1											
GSGT	60.0%	20.0%	20.0%	5	33.3%	44.4%	22.2%	4											
MSGT	25.0%	75.0%	0.0%	8	12.5%	75.0%	12.5%	1											
MGYSGT	0.0%	100.0%	0.0%	5	0.0%	100.0%	0.0%	5											
TOTAL	100.0%	0.0%	0.0%	0	100.0%	0.0%	0.0%	0											
	35.7%	57.1%	7.1%	18	22.7%	63.6%	13.6%	10											
Reviewing Officer																			
At Processing					Cumulative														
Grade	Above	With	Below	Insuf	Above	With	Below	Insuf											
SSGT	47.5%	42.4%	10.1%	1	55.1%	36.6%	8.4%	1											
GSGT	9.3%	20.6%	70.1%	2	22.8%	26.7%	50.5%	2											
MSGT	28.6%	51.8%	19.6%	2	27.9%	51.9%	20.2%	2											
MGYSGT	0.0%	0.0%	0.0%	0	0.0%	100.0%	0.0%	0											
TOTAL	28.6%	36.1%	35.3%	5	41.4%	36.0%	22.6%	5											



REPORTING OFFICIAL BREAKOUT

	Reporting Senior							
	At Processing				Cumulative			
Grade	Upper	Middle	Lower	N/A	Upper	Middle	Lower	N/A
	93.34 - 100	86.67 - 93.33	80.00 - 86.66		93.34 - 100	86.67 - 93.33	80.00 - 86.66	
SSGT	60.0%	20.0%	20.0%	5	33.3%	44.4%	22.2%	1
GYSGT	25.0%	75.0%	0.0%	8	12.5%	75.0%	12.5%	4
MSGT	0.0%	100.0%	0.0%	5	0.0%	100.0%	0.0%	5
MGYSGT	100.0%	0.0%	0.0%	0	100.0%	0.0%	0.0%	0
TOTAL	35.7%	57.1%	7.1%	18	22.7%	63.6%	13.6%	10

	Reviewing Officer							
	At Processing				Cumulative			
Grade	Above	With	Below	Insuf	Above	With	Below	Insuf
SSGT	47.5%	42.4%	10.1%	1	55.1%	36.6%	8.4%	1
GYSGT	9.3%	20.6%	70.1%	2	22.8%	26.7%	50.5%	2
MSGT	28.6%	51.8%	19.6%	2	27.9%	51.9%	20.2%	2
MGYSGT	0.0%	0.0%	0.0%	0	0.0%	100.0%	0.0%	0
TOTAL	28.6%	36.1%	35.3%	5	41.4%	36.0%	22.6%	5



Reviewing Your Fitreps

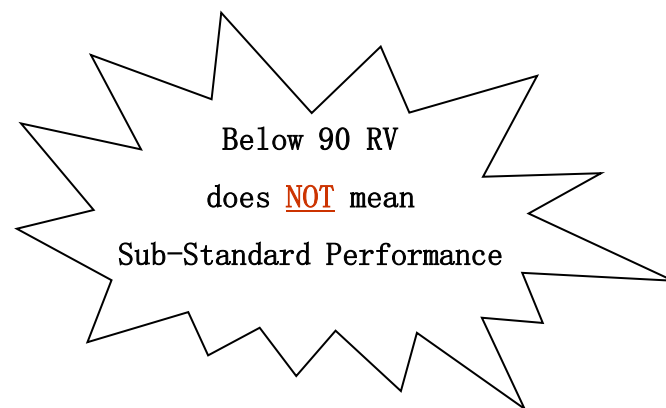
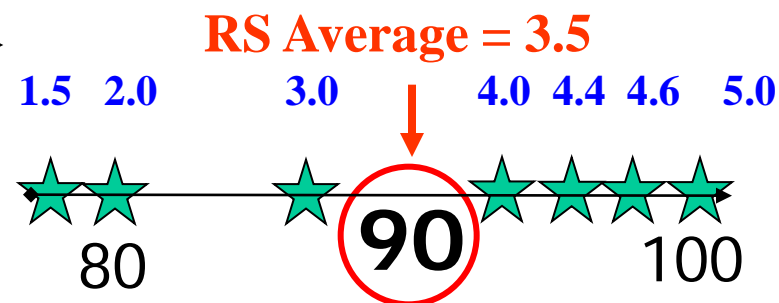
Relative Value

- RV is a numerical representation of how a single fitness report compares to other reports written by the same RS on Marines of the same grade
- RV is ONE of the tools available that boards use. Boards review the Marine's entire OMPF, FitReps and all other material before it.
- RV is to be used within the context of all other information on the report



Reviewing Your Fitreps

- First, you must calculate the Fitrep Average.
- Each of 14 attributes has a value from A through H:
A=1, B=2, C=3, D=4, E=5, F=6, G=7, H=Not Observed
- Avg. of all observed attributes=Fitrep Average
– i.e. a **straight B report (28/14) = 2.0**
- Then, you calculate the Relative Value. Which works off of a curve scaled from **80 to 100**
Highest=**100**; lowest=**80**; average of all reports= **90**
- RS average (90) derived from the total value of all observed reports divided by the total number of observed reports
 $1.5+2.0+3.0+4.0+4.4+4.6+5.0/7=3.5$
- RS must process at least **three reports** on Marines of the same grade before RV is displayed on MBS
- **REMEMBER:** Approximately Half of all observed fitreps (Sgt – LtCol) will be less than 90 RV





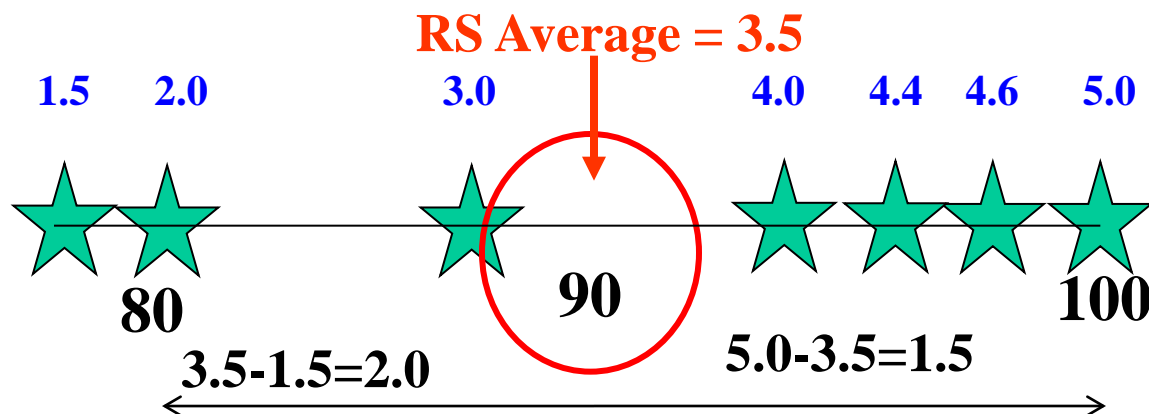
How a Fitrep Avg becomes a RV

- There are 3 numbers that go into determining the relative value of a fitrep.
 - The Fitrep's score.
 - The RS's fitrep average for that grade.
 - The RS's high fitrep score for that grade.
- The relative value of a fitrep is scored somewhere from 80 to 100.
 - The high report is the 100.
 - The RS's average for that grade is the 90.
 - The 80 is determined by finding the difference between the 100 and the 90, then subtracting that from the 90.



How a Fitrep Avg becomes a RV

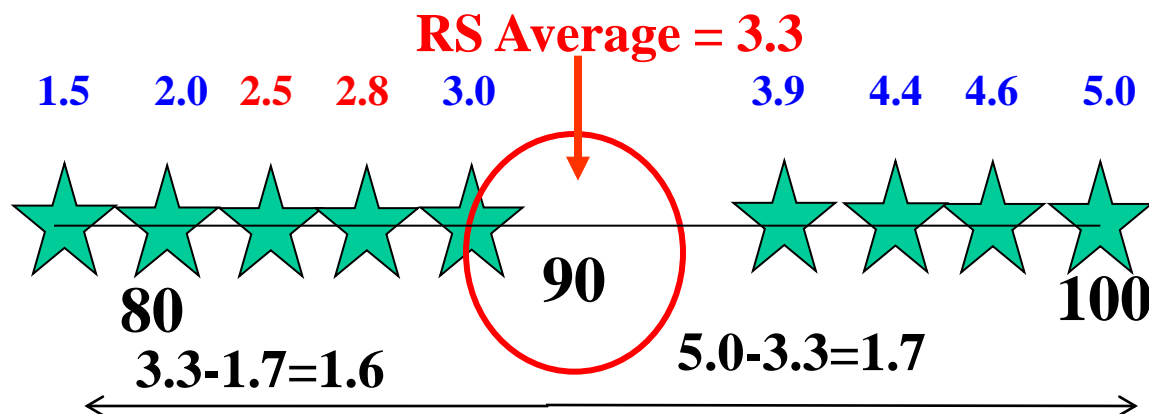
- The 80 is determined by finding the difference between the 100 and the 90, then subtracting that from the 90.





How a Fitrep Avg becomes a RV

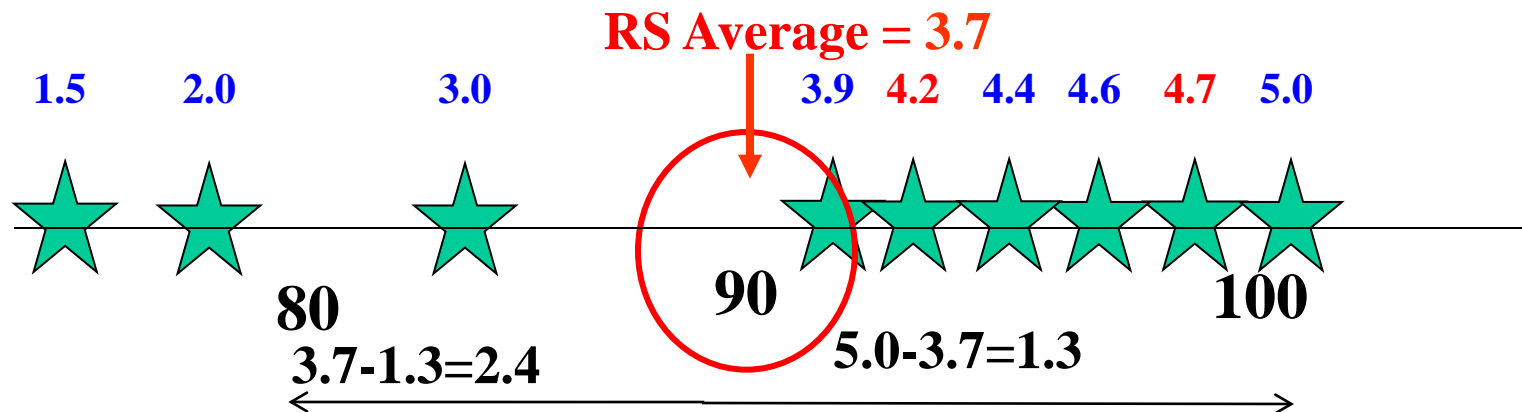
- The 80 is determined by finding the difference between the 100 and the 90, then subtracting that from the 90.





How a Fitrep Avg becomes a RV

- The 80 is determined by finding the difference between the 100 and the 90, then subtracting that from the 90.





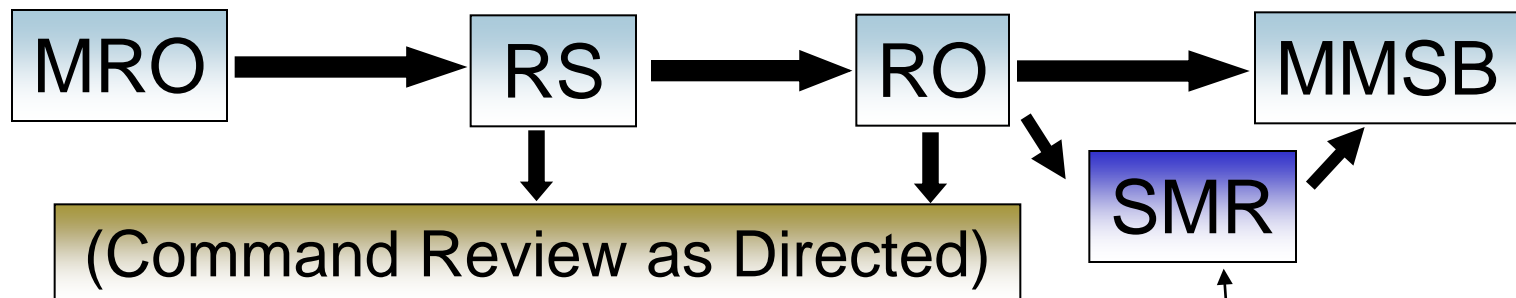
Reporting Chain and Reviewing your Fitness Report



The Reporting Chain

***“Commanders must ensure that they, all reporting officials, and Marines (sergeant and above) under them are well versed in the spirit and intent of this Manual.”
~ CMC***

Normal fitness report routing chain



NOTE: MRO NOT IN REPORTING CHAIN

For Non-USMC Agency with No Marine RS/RO (i.e. Joint Tour)



Key Reference

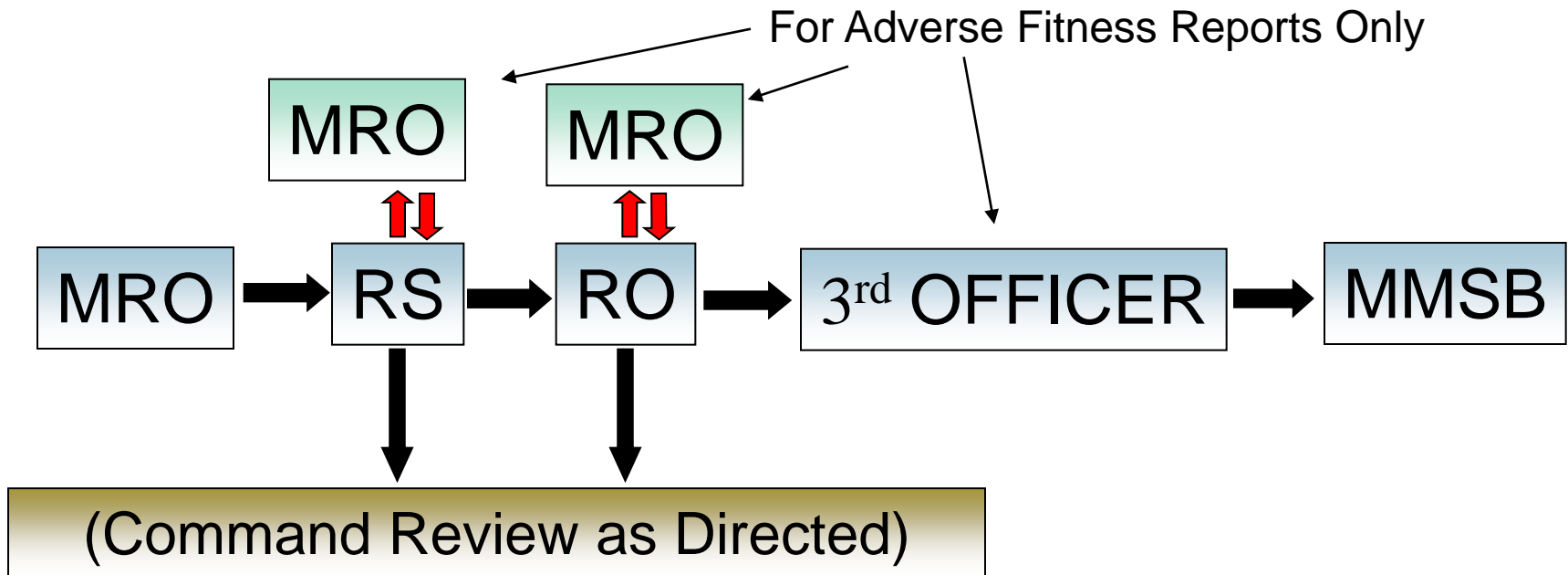
U. S. Navy Regulations 1990, Article 1129 and 1122

- “If adverse matter appears in a fitness report of an officer of the Navy and Marine Corps, or in a performance evaluation report of an enlisted member, E-5 and above, of the Navy and Marine Corps, or in related correspondence, the report or correspondence may not be placed in the official record unless the member reported on was first afforded an opportunity to submit a written statement regarding the matter.”



The Reporting Chain

Adverse fitness report routing chain





The Reporting Chain

Reporting Chain Responsibilities

- MROW
 - Submit the MROW at the beginning of every reporting period.
 - Submit summary of accomplishments to RS prior to end of reporting period
- RS
 - Establish billet description with MRO within the first 15-days of the reporting period
- RO
 - Ensure accuracy of entire report
 - Prevent inflation and late reports
- Counseling
 - Counsel MRO on duties, responsibilities and expectations throughout the reporting period



Reviewing Your Fitreps

Reviewing and Understanding the Attributes

- ✓ Straight B's on a report is not adverse
- ✓ Analyzing the marks
- ✓ PES compliance with marking (do not mark to your profile)
- ✓ Trends (H's, Weak Justification)



Reviewing Your Fitreps

Analyzing Sections I (RS comments) and Section K (RO comments)

- ✓ Read the comments closely, do they portray an accurate picture of you?
- ✓ Trends:
 - Missing Directed I Comments
 - Not listing punishment awarded
 - Ranking comments
 - Adverse comments without report being marked adverse
- ✓ Look for velvet daggers



Reviewing Your Fitreps

Velvet Daggers

RS: “He possesses the potential to excel and for the foreseeable future, is expected to continue at his current mediocre level of performance and commitment.”

RO: “MRO needs to step up and begin the growth process.”



Reviewing Your Fitreps

Velvet Daggers

“MRO is a qualified Marine who can follow given tasks, but requires close supervision.”

“During the reporting period, performed below the average level for all Sgts I have known and worked with.”

“My intent in nonconcurring with the RS and presenting this forthright assessment of the MRO’s performance is not to write an adverse, career killing report.”



Reviewing Your Fitreps

Velvet Daggers

- MRO has slight potential for continued professional development.
- Professional abilities are behind peers.
- MOS proficiency and fitness is below Marine Corps standards.
- MRO not recommended for resident PME.
- MRO should be retained and promoted behind peers. Bottom 10%.



***Manpower Management
Evaluation Review
(MMER)***

/

***Performance Evaluation
Review Board
(PERB)***



MMER/PERB

- MMER Website

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/ER

- MCO 1610.11D
- Initial action agency for fitness report appeals
 - Any **substantive correction** such as attributes, Comparative Assessment, velvet daggers, etc.
- How the process works

MMER Substantive Corrections 703-784-9204

Email: smb_manpower.mmer_pe@usmc.mil



MMER/PERB

- Marines have the right to appeal a report that:
 - Contains substantive, procedural or policy errors
 - Was submitted under unjust or biased circumstances
 - Includes inaccurate or unjust comments or marks
- All reports are considered valid and correct once processed. It is up to the Marine to prove otherwise;
the burden of proof lies with the Marine!

MMER Substantive Corrections 703-784-9204

Email: smb_manpower.mmer_pe@usmc.mil



Current MMSB Initiatives



MMSB INITIATIVES

- New A-PES Servers
- Email notification
- Commanders TAB
 - *Improved command oversight
- Electronic SRB available for Commanders online



Summary

- ❖ Marks and comments on the fitness report are **EARNED** by your proven performance during the reporting period
- ❖ You are responsible for the accuracy and completeness of your records
- ❖ Contact MMSB early, do not wait until a couple of weeks prior to your board



Summary

Ensure your OMPF & MBS are accurate, up-to-date and complete.

Bottom Line:

Nobody cares about your records
as much as you should!



Points Of Contact

- **MMSB-20 OMPF Input/Customer Service: 703-784-3907**
Email: smb.manpower.mmsb-20@usmc.mil
- **MMSB-20 Photo Support: 703-784-3738**
Email: mmsb.photo@usmc.mil
- **MMSB-30 Performance Evaluation: 703-387-3993**
Email: smb.manpower.mmsb-30@usmc.mil
- **MMSB-31 Policy and Compliance/Corrections 703-784-3905**
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- **MMSB-32 Fitness Report Processing 703-784-3445**
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